



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

SEP 29 2006

MEMORANDUM FOR ALMAJCOM/CV/DRU/FOA
NGB/DCF

SUBJECT: Policy to Establish the Air Force Green Procurement Program (GPP)

This memorandum defines the Air Force policy on the Green Procurement Program (GPP), formerly known as the Affirmative Procurement Program (APP). The Department of Defense (DoD) GPP policy (Atch 1) defines "Green Procurement" as "the purchase of environmentally preferable products and services in accordance with federally-mandated 'green' procurement preference programs." The purpose of the GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance, and reduces resource consumption and solid and hazardous waste generation. Specific details on the GPP elements are found in Attachment 2.

The GPP applies to all acquisitions using appropriated funds, from major weapons systems to individual unit supply and service acquisitions. The DoD goal is to achieve 100% compliance with 42 U.S.C. 6962, Federal Procurement, and all mandatory Federal GPP guidelines in all acquisition transactions. Effective immediately, or upon re-procurement of a contract, all Air Force personnel and organizations initiating contracting/procurement actions or credit card purchases with appropriated funds will comply with the GPP. According to FAR 23.404(b), products meeting GPP guidelines *will be* purchased unless they *are not* available:

- (1) Competitively within a reasonable period of time;
- (2) At reasonable prices, or;
- (3) To meet reasonable performance standards in specifications. A written determination by technical or requirements personnel of the performance standard's reasonableness must be included with the justification.

Note that the GPP does not authorize the violation of Technical Order (TO) requirements to use specified materials. Air Force personnel should refer to AFI 32-7086, Chapter 3, for proper procedures in requesting ESOH-related changes to TOs if modifications are necessary to support GPP goals. For additional contractual requirements on Green Procurement, see the *Contracting Officer's Primer on Green Procurement* (Atch 3).

Environmental and contracting offices across the Department will support units in meeting GPP mandates. Each organization initiating contracting/procurement actions or credit card purchases is responsible for complying with GPP purchasing mandates. Overseas programs will comply to the maximum extent practicable. Each installation shall execute a GPP plan and review it annually in accordance with the base Environmental Management System (EMS) process.

The Environmental, Safety, and Occupational Health Committee (ESOHC) at each MAJCOM and installation shall establish a GPP team to develop and implement a viable GPP. For further details on compliance and implementation of GPP requirements, see *The Air Force Guide to Green Purchasing*, located at www.afcee.brooks.af.mil/eq/ap/gg/guide.doc.

Training on the GPP is mandatory for all Contracting, Civil Engineering, and other personnel involved in the procurement process including Government Purchasing Card (GPC) holders and their approving officials, and shall be accomplished by 31 Dec 2006. The base GPP team shall evaluate base training needs and ensure appropriate personnel receive training. Air Force personnel may obtain GPP training via the Office of Personnel Management (OPM) *Go Learn* website, at www.golearn.gov. This two-hour, web-based training course is designed for contracting personnel, GPC cardholders, project managers, and fleet managers, and provides a foundation in the fundamentals of GPP (Atch 4).

DoD has established top-level metrics for contracting, purchases of Federally-defined indicator items, and training to measure compliance and effective implementation of the GPP policy. Starting on 1 Jan 07, HQ Air Force will collect data from various automated systems to establish a compliance baseline, and review metric data annually to ensure that upward progress trends are achieved.

For any questions concerning the Air Force GPP policy and its implementation, please contact Ms. Helen Wiser at (703) 588-7060, helen.wiser@pentagon.af.mil or Lt Col Don Hickman at (703) 697-9297, or donald.hickman@pentagon.af.mil.



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Attachments:

1. OSD (AT & L) Policy, 27 Aug 04
2. Green Procurement Program Policy Elements
3. Contracting Officer's Primer on Green Procurement
4. *Go Learn* GPP Training Course